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ASSIGNMENT BOOKLET

2416 Career and Life Management 20
Module 4

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Teacher

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(2) Your work has been re-read to ensure accuracy in spelling and details.
(3) The booklet cover is filled out and the correct module label is attached.

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Send all letters in a separate envelope.

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Take your Assignment Booklet to the Post Office and have it weighed. Attach sufficient postage and a green first-class sticker to the front of the envelope, and seal the envelope. Correspondence Assignment Booklets will travel faster if first-class postage is used.

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When you register for correspondence courses, you are expected to send Assignment Booklets for correction regularly. Do not send more than one Assignment Booklet in one subject at the same time.

MODULE 4

CAREER AND LIFE MANAGEMENT 20

CAREERS AND THE WORLD OF WORK

ASSIGNMENT BOOKLET

ISBN No. 0-7741-0023-0

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Your mark on this module will be determined by how well you do your assignments in this booklet.

Work slowly and carefully. If you are having difficulties, go back and review the appropriate section.

There are three sections in this assignment booklet. The total value of these assignments is 100 marks. The value of each section is stated in the left margin.

Do any rough work on your own paper.

Be sure to proofread each assignment carefully.

Faxing? If you are using a facsimile machine to submit your work, be sure to fill in the information at the bottom of every response page.

FOR TEACHER'S USE ONLY

Summary

	Total Possible Marks	Your Mark
Section 1	30	
Section 2	40	
Section 3	30	
	100	

Teacher's Comments

Criteria for Evaluation

The assignments in this booklet will be graded according to the following general criteria.

- ✓ Your answers should show that you understand the terms and concepts covered in the course.
- ✓ Your answers should show that you are attempting, whenever possible, to apply concepts and skills you have learned to your own life and to situations you observe.
- ✓ Your answers should show that you have given each question considerable thought and effort.
- ✓ Try to answer the questions in this Assignment Booklet in complete sentences where appropriate. Give examples to help make your definitions and explanations clearer.

Only questions in this Assignment Booklet are required to be submitted for evaluation.

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Section 1: Career Planning

Applying Definitions: Assignment

Mitch is an unemployed electrician. He is working as a night gas station attendant for Petro-Canada.[1] *He has three children. Mitch restores antique furniture on the weekends. He looks for another job and babysits his children during the day.*

a. What is Mitch's occupation?

b. What is Mitch's job?

c. What are some elements of Mitch's career?

[1]Compliments of Petro-Canada.

Rough Work

(Marks will not be given for work on this page.)

Applying Definitions: Response Page

a. _____

b. _____

c. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Section 1: Career Planning

Summary of Self-Discovery Activities: Assignment

a. Review Section 1: Activity 4. List your top three values.

b. Review Section 1: Activity 5. List what you think are your top three abilities.

c. Review Section 1: Activity 7. List what you believe is your area of strongest preference.

Summary of Self-Discovery Activities: Response Page

a. _____

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b. _____

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c. _____

Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Section 1: Career Planning

Application of Career Planning Concepts: Assignment

The career cases that follow are intended to give you an idea of why career planning is important. They are also intended to show how occupations influence lifestyles.

Read the cases. Try to answer the questions as well as you can. There are no right or wrong answers. You will be evaluated on how well you support your ideas and how much thought and effort you put into your answer.

Record your answers in the space provided on the response pages that follow.

a. *Jill is a grade 12 student. She really values socializing with friends and family. She parties on the weekends and spends evenings with her family. Jill is thinking of applying to become a security guard at the Provincial Legislature. Her job would require her to work rotating shifts and some weekends.*

Will Jill be satisfied if she gets the job? Explain.

b. *Jack is training to become a hairstylist. Jack has always dreamed of owning a ranch and being a Fish and Wildlife officer. He decided to become a hairstylist because he heard that it is hard to become a Fish and Wildlife officer.*

(1) What are a few differences between the working environment and working conditions of a Fish and Wildlife officer and a hairstylist?

(2) How might Jack's dream affect his job satisfaction as a hairstylist?

Application of Career Planning: Response Page

a. _____

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b. (1) _____

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(2) _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Application of Career Planning Concepts: Assignment (continued)

c. *Dick wants to become a veterinarian. He has excellent English skills. An aptitude test he took indicates he has low a math aptitude. Dick has never done very well in math at school, yet the training needed to become a veterinarian requires good math skills. His guidance counsellor suggested veterinary assistant's work as an option because the training for that requires less math. Dick has decided to try to become a veterinarian.*

What could happen to Dick's plans to reach his goal?

d. *Sally is a perfectionist. She likes to do everything almost perfectly. She spends hours on her school assignments to be sure they are letter perfect. A manufacturing plant in the area has a job opening. She would work on a fast-paced assembly line. Sally is excited because the summer job pays $8.25/hour.*

How successful will Sally be? Why?

e. *Parkland is a town of 1900 people. It is in rural Alberta. Both Mark and Wes live in Parkland. Mark works as an R.N.A. (Registered Nursing Assistant) at Parkland Hospital. He is on a permanent night shift. He starts work at 11 p.m. and finishes at 7 a.m. Wes is a salesperson in Parkland Men's Shop. He works from 10 a.m. to 6 p.m.*

(1) Compare the times you think Mark and Wes would go to bed and get up. Be sure to allow each of them eight hours of sleep.

(2) When would they be able to participate in recreational and social activities? Compare the times.

Application of Career Planning: Response Page

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d. _____

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e. (1) _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

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Section 2: Career Research

Research Report: Assignment

The questions that follow on the next few pages will help you learn about one occupation in detail. Choose one of the three occupations you reported on in Activity 6 of Section 2 in your Module Booklet. It should be the occupation in which you currently have the greatest interest.

This exercise is divided into two parts. You are to do only **one** of the parts.

Do Part A if most workers in the chosen occupation are employed by somebody else.

Example: Nursing. Nurses do not own the hospitals they work in.

Do Part B if most workers in the chosen occupation own the business where they work.

Example: Farming. Many farmers own the farm they work on.

Do either Part A or Part B.

In order to complete this exercise, you **MUST** do library research and you may also need to interview someone already working in the occupation. It may be easier to do library research first, and then interview a person working in the occupation in order to answer any remaining questions.

Be courteous to any person you interview. Phone to request his or her help and always thank this person for helping you. If you require some additional information on conducting interviews, you may want to consult the Extra Help activity of Section 2.

The Enrichment activity of Section 2 may be of value if you wish to make some actual on-the-job observations.

Note: You are expected to use at least three sources of occupational information. In order to receive a satisfactory grade on this assignment, you must include at least two written sources of occupational information in your bibliography.

Rough Work

(Marks will not be given for work on this page.)

Research Report (Part A): Assignment

Name of occupation _____

a. What were your sources of information about the occupation? Make a bibliography of materials to which you referred, giving the title of each publication and the date it was printed. Then make a list of the people you interviewed and state each of their positions.

b. Will advances in automation or technology change the duties of people in this occupation? Explain any changes that may occur.

c. What are the opportunities for employment? Will the number of people working in this field increase, decrease, or remain about the same? How may advances in automation or technology affect the opportunities? Could technology reduce the number of people needed in this field? Explain.

Research Report (Part A): Response Page

Name of occupation _____

a. _____

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b. _____

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c. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Research Report (Part A): Assignment (continued)

d. What education or training is needed for this occupation? Describe the training needed.

e. How long does the education or training take?

f. Write the name of at least two specific institutions where the necessary training is available.

g. Is it possible to advance or to be promoted? How easy is it to be promoted?

h. To what other jobs within this occupation could one be promoted?

i. What is the starting pay?

j. What is the average pay?

k. Does one need to work shifts or weekends?

Research Report (Part A): Response Page

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e. _____

f. _____

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g. _____

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h. _____

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i. _____

j. _____

k. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Research Report (Part A): Assignment (continued)

l. Is a person expected to work overtime? If so, under what conditions?

m. Are there any health or safety hazards, such as stress, in this occupation? Explain any hazards.

n. What are a few other occupations which are related to this one in the type of work done?

o. List and describe at least two things you do **not** like about this occupation.

Research Report (Part A): Response Page

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m. _____

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n. _____

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o. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Research Report (Part A): Assignment (continued)

p. Think about the lifestyle of your parent(s).

(1) Would this occupation require a lifestyle that is very different from that of your parent(s)? How would it differ? How would it be similar? Explain.

(2) Do you think you would feel comfortable with the lifestyle this occupation permits? Explain.

End of Part A

Research Report (Part A): Response Page

p. (1) _____

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(2) _____

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End of Part A

Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Research Report (Part B): Assignment

Name of occupation _____

a. What were your sources of information about the occupation? Make a bibliography of materials to which you referred, giving the title of each publication and the date it was printed. Then make a list of the people you interviewed and state each of their positions.

b. Will advances in automation or technology change the duties of people in this occupation, or the nature of the business? Explain any changes that may occur.

Research Report (Part B): Response Page

Name of occupation _____

a. _____

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b. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Research Report (Part B): Assignment (continued)

c. What education or training is needed to provide the services offered by this business? What additional training may help the business person manage his or her business well?

d. Where could one take the courses or training described in Question c? Give specific schools.

e. How long would the program of courses or training described in Question c take?

Research Report (Part B): Response Page

c. _____

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d. _____

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e. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Research Report (Part B): Assignment (continued)

f. What does one need to start this business? List the major pieces of equipment. Be sure to include everything needed to run this business (e.g. a phone). What do they cost? Give an estimate. Then estimate the cost of any inventory (products it stocks to sell) needed in the business.

g. What is the total amount of money needed to start this business?

h. Phone the loans office at a bank or credit union. Ask how much of your own money or value of your own assets you would need as a downpayment as security to get a loan large enough to cover the total amount of money you would need to start the business. What is the amount of your own money in cash or the value of assets you would need to start the business?

i. Where would your business be located? How much space in square feet or in square metres would you need? Phone a real estate agent and determine the usual monthly cost of renting the type and size of building or land you would need for this business.

Research Report (Part B): Response Page

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h. _____

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i. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Research Report (Part B): Assignment (continued)

j. How many hours per day and per week would this business be open to customers?

k. How many extra hours would the manager/owner need to work? Explain. Think about the time you would have to spend doing bookkeeping and other administrative duties.

l. Is this business easily affected by recessions? Explain.

m. Can a manager/owner take a vacation easily without harming the business? Explain.

Research Report (Part B): Response Page

j. _____

k. _____

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l. _____

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m. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Research Report (Part B): Assignment (continued)

n. Are there any health or safety hazards, such as stress, in this occupation? Explain any hazards.

o. How would a person support himself or herself if the business did not do very well the first few years? What would one do if the business earnings were not enough to cover one's living expenses?

Research Report (Part B): Response Page

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Name of Student _____ Student I.D.# _____

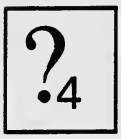
Name of School _____ Date _____

Research Report (Part B): Assignment (continued)

p. What size of town or city would such a business need to be successful? Explain.

q. What are a few related businesses or occupations?

r. Describe at least two things you do **not** like about this occupation.



Research Report (Part B): Response Page

p. _____

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q. _____

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r. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Research Report (Part B): Assignment (continued)

s. Think about the lifestyle of your parent(s).

(1) Would this occupation require a lifestyle that is very different from that of your parent(s)? How would it differ? How would it be similar?

(2) Do you think you would feel comfortable with the lifestyle this occupation permits? Explain.

End of Part B

Research Report (Part B): Response Page

s. (1) _____

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(2) _____

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End of Part B

Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Section 3: Adapting to the World of Work

Employer-Employee Relations: Assignment

You work as a salesperson in a jewelry store. Yesterday an expensive ring disappeared sometime during the day. Since you worked a full shift yesterday, your boss says he will deduct the cost of the ring from your wages. All sales employees have access to the keys in the ring case.

Can your boss do this? Why or why not? Explain.

Employer-Employee Relations: Response Page

Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Section 3: Adapting to the World of Work

Transferable Job Skills: Assignment

If you are a little unsure about the meaning of the term *transferable job skill*, you may want to complete Extra Help 1 in Section 3 before attempting this assignment. If you are having difficulty identifying your own transferable job skills, you may want to complete Extra Help 2 in Section 3.

If you would like to identify some of your specific work or school accomplishments and the skills they indicate, refer to Enrichment 1 of this section.

Answer the following questions on the response pages that follow.

a. Choose any two transferable job skills you have. List each skill and give specific examples to demonstrate that you have this skill.

b. List the three transferable job skills you enjoy using the most.

Transferable Job Skills: Response Page

a. Skill: _____

Examples: _____

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Skill: _____

Examples: _____

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b. _____

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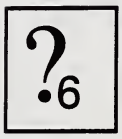
Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Transferable Job Skills: Assignment (continued)

c. Choose an occupation you believe might be interesting. Which of the transferable skills you enjoy would be needed in that occupation? Explain how you would use them.



Transferable Job Skills: Response Page

c. _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Section 3: Adapting to the World of Work

Analyzing Transferable Skills: Assignment

Choose any **two** of the following job descriptions. What transferable job skills would be valuable in the jobs you chose?

Answer the question on the response page that follows.

DATA CONTROL CLERK

Permanent Part-Time Position

Performs data input of payroll and accounts payable. Transmits, prints and files reports. Completes a variety of accounting and other related duties as per current job description.

QUALIFICATIONS: Candidate must be a High School Graduate supplemented by Business training and experience in accounting and computer operating. Accuracy of information is of utmost importance.

SALARY AND BENEFITS: As per current General Service Workers' Agreement.

APPLICATIONS: Must be submitted in writing.

MANAGEMENT TRAINEES

Fast-growing Canadian musical instrument chain is currently seeking management trainees.
Career opportunities available for individuals with ability to achieve in sales, customer service and merchandising.

Maximize your career potential.

LEGAL SECRETARY

You will act as secretary to two or more lawyers, typing legal documents from dictaphone or written material, maintaining diaries, answering phone calls, making appointments, scheduling meetings, maintaining a filing system, drafting memos and letters, answering routine correspondence, plus other related duties.

QUALS: Grade 12 including or supplemented by typing courses, plus several years related secretarial experience preferable in a legal environment. Equivalencies considered. NOTE: This is a permanent part-time position.

HIGHWAY MAINTENANCE WORKER

You will be responsible for maintaining streets, roads and highways. You will need to operate the following types of equipment: loaders, mowers, snowplows, dump trucks and other service equipment. The duties include: snowplowing, sanding, grading, patching, crackfilling, mowing grass, cleaning culverts, painting, snowfencing, painting and erecting and maintaining signs and guard rails.

QUALIFICATIONS: Valid class 3 drivers' licence, high school diploma, related experience in both summer and winter road maintenance, willing to work weekends and odd hours, as emergency weather conditions require.

FASHION CONSULTANT

Retail Sales

The A & N Boutique is expanding, with the addition of three new stores. Candidates must be self-motivated, energetic and have a flair for style and color coordination.

QUALIFICATIONS: Must have at least three years of sales experience.

Analyzing Transferable Skills: Response Page

Job description chosen: _____

Valuable transferable job skills: _____

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Job description chosen: _____

Valuable transferable job skills: _____

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Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

Section 3: Adapting to the World of Work

Selling Your Skills to an Employer: Assignment

You have reviewed the requirements of resumes, application forms, job interviews, and networking to find job leads.

As you have read through this material and completed the activities involved, you will have noted some aspects of handling job interviews, completing resumes and application forms, networking, or other aspects of finding employment which you anticipate as difficult for you.

a. Explain specific difficulties you anticipate in handling job interviews, answering questions in interviews and on application forms, completing a good resume, building a good job lead network, or some other aspect of finding employment.

b. Explain several ways in which you could work towards overcoming these difficulties.

Selling Your Skills to an Employer: Response Page

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b. _____

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End of Assignments for Module 4: Careers and the World of Work

Name of Student _____ Student I.D.# _____

Name of School _____ Date _____

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